State of California
Department Of Alcohol and Drug Programs

CalTOP Web File Upload
Instructions

Last Revised: June 7, 2001

Introduction

The purpose of this document is to provide instructions on how to use the CalTOP (California Treatment Outcomes Project) web file upload feature. This web-based File Upload process was developed to simplify the process used by providers and county users to transfer their Admission TOPPS II and other ASCII files to the CalTOP system.

Web File Upload Process

1. Collect ASI and/or other CalTOP information using local client based software tools (primarily Delta Metrics ASI TOPPSII or AccuCare software);

2. Export the data collected from their software tool to another local file in a comma delimited ASCII file format;

3. Click the **File Upload** link on the CalTOP Navigation bar. **The File Upload** page will then be displayed.

4. Enter the path of the file to be uploaded in the **File Name** field. Be sure to enter the entire path. For example, you might enter

   C:\Program Files\DeltaMetrics\ASI-TOPPSII\Export07052000.txt for an ASI TOPPS II export file.

Note: Although the entire file name must be entered in the File Name box, a long file name may not display completely as in the above graphic.

-OR-

5. Click the Browse button to utilize a Choose File dialog to choose the file. The file must be a plain text file and have a file extension of **.txt**.

6. Highlight the radio button next to the **Data Type** (either Admission TOPPS II or All Other Transactions)

7. Click the **Upload File** button. The **File Upload Successful** web page will be displayed. This page redisplays the name of the uploaded file and the data type selected in addition to the number of records received and the batch key assigned to the file.
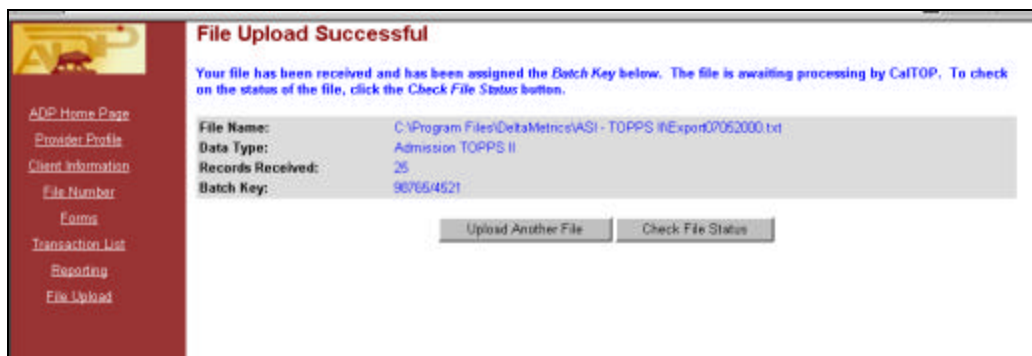
8. You can choose to upload another file by clicking the **Upload Another File** button. This will transfer you back to the **File Upload** web page.

    -OR-

    You can check the status of your file upload by following the steps below.

Checking the Status of a File Upload

Once you have successfully uploaded your file, you can check on the status of a file that you submitted for upload.

1. Click the **Check File Status** button on the File Upload Successful page or the File Upload page. The **File Upload Status** page will be displayed. This screen displays the status of all the files uploaded by your provider (whether they were uploaded by you or by another user at your facility).
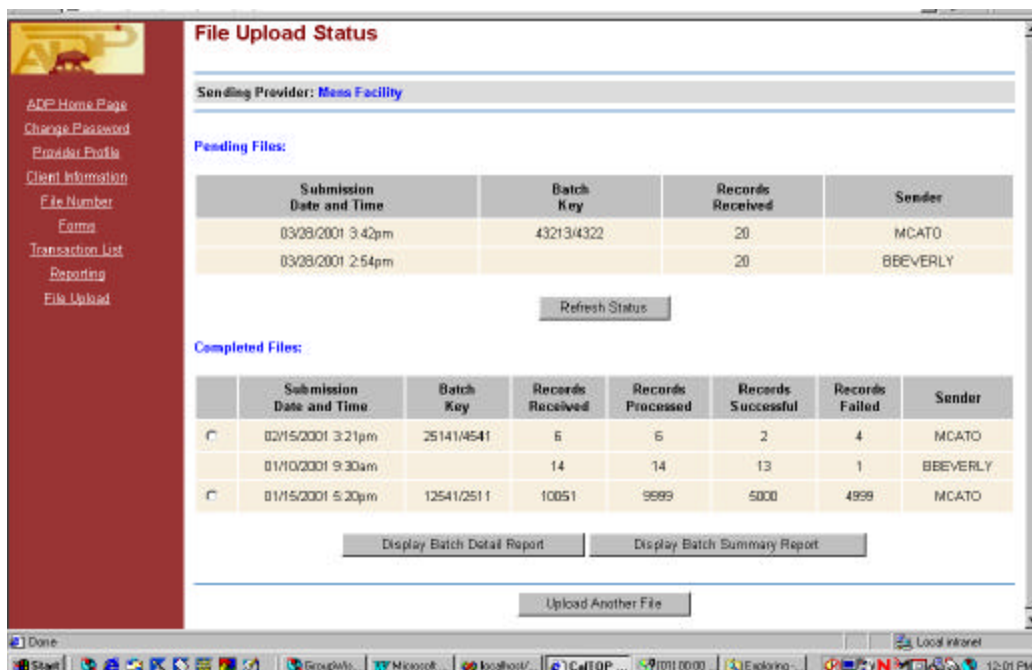
2. Files uploaded but not yet processed are displayed in the **Pending Files** section of the web page. Files uploaded and processed are displayed in the **Completed Files** section. You can refresh the status by clicking the **Refresh Status** button. *Note: The Refresh Status button will be hidden if there are no pending files.*

Although the File Upload Status page displays all files updated by your provider, you can only request Batch Detail or Batch Summary reports for files that you submitted. To request a report:

3. Click the radio button next to the desired file.

4. Click the **Display Batch Detail Report** button to view a Batch Detail Report, or click the **Display Batch Summary Report** button to view a Batch Summary report. The requested report will be displayed.

Note: The Report buttons will be hidden if there are no completed files.